



THE COMMONWEALTH OF MASSACHUSETTS EXECUTIVE  
OFFICE OF PUBLIC SAFETY AND SECURITY  
Department of Criminal Justice Information Services 200 Arlington  
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MASS.GOV/CJIS

## CJIS Security Awareness Test - Non SAFIS-R User

Any staff member who **does not** have direct access to the SAFIS-R system, but who handles, views or has access to SAFIS Results information, in any form (Paper/Electronic), must take the CJIS Security Awareness Test (SAT).

In order to take the CJIS SAT, an individual must obtain an account from the DCJIS. An account may only be obtained by submitting this form **along with a CORI Individual Agreement form of NON-Disclosure** to have a criminal record background check conducted on them by the SAFIS Response Unit.

Please complete the fields below for each individual in your organization who has access to, or who views criminal record check results information from the SAFIS-R system.

The use of this form only applies to Elementary and Secondary Education (ESE) employees. All other state agencies are responsible for maintaining their own CJIS Online accounts, although they must submit a **CORI Individual Agreement form of NON-Disclosure** to have a criminal record background check conducted by the SAFIS Response Unit on each individual who falls under the criteria above.

Once this form is completed, please scan it and e-mail it to [safis@mass.gov](mailto:safis@mass.gov).

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First Name

Last Name

Name of School or District

Phone Number

Email Address

Date